



Carrie Eklund  
Central Services Manager  
Finance Department

**INVITATION TO BID  
HEAD START SCHOOL MEALS  
BID NO.: 712-HS-095**

7/27/12

Name of Bidding Firm: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bid Opening Time and Date 11:00 a.m., Local Time, Friday, August 10, 2012**

*Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.*

Bid Deposit/Bid Bond: NO  
Prevailing Wage NO  
Performance Bond: NO

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

**RETURN BIDS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104  
Telephone: (815) 987-5560

***BIDS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**BID RESULTS:**

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174, or at [www.rockfordil.gov](http://www.rockfordil.gov)

## **CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS**

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford.

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating



sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor’s responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to [certified.payroll@rockfordil.gov](mailto:certified.payroll@rockfordil.gov).

27. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. Apprenticeship Requirement. For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor’s (or his subcontractor’s) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the awarded vendor’s performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker’s Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

## **BID REQUIREMENTS FOR EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.  
*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

**If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.**

**ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.**

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap,  
age or sex through a program of positive action affecting all employees. In this program, our company  
carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964,  
Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the  
principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force  
are females, and we will attempt to utilize minorities and females through a positive, continuing program  
in all jobs for which we contract in the future. Our company will utilize referrals from the City of  
Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job  
vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns  
located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least  
51 per cent) by minorities or females.

\_\_\_\_\_ is the official who will be responsible for implementing  
this policy statement.

\_\_\_\_\_ will be designated as the Equal Opportunity Officer in  
our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as  
this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One"  
in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

**CONTRACTOR OR VENDOR WORKFORCE DATA FORM**

**BIDDERS NAME:**

**NUMBER OF ALL EMPLOYEES MUST BE ENTERED FOR EACH CATEGORY ---**

***(No Check Marks Or Bid Will Not Be Accepted)***

ALL JOB CLASSIFICATIONS	MALES					FEMALES				
	W	B	H	A	I	W	B	H	A	I

**W - WHITE B - BLACK H – HISPANIC A - ASIAN OR PACIFIC ISLANDER I - AMERICAN INDIAN**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS CERTIFICATION**

Our Illinois Department of Human Rights Number is:

**Must Provide Expiration Date:**

## **CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm

Our firm is a:

Minority Business Enterprise \_\_\_\_\_

Women Business Enterprise \_\_\_\_\_

Neither \_\_\_\_\_

City-Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

City Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

(Revised 12/21/09)

## Head Start School Meals

Bid No.: 712-HS-095

### 1.0 General Scope

The City of Rockford has a need for a provider to prepare and deliver nutritious meals, which includes school breakfast, lunch, snacks, and milk to the two Head Start locations.

### 2.0 General Requirements

2.1 Determination of Qualified Bidders. All qualified bidders shall have been in business for a minimum of five (5) years.

2.2 Award. The City of Rockford intends to award a contract to the lowest responsive and responsible vendor for providing various Head Start meals. The City of Rockford shall be the sole and final judge regarding the award of contract. This decision is final and will not be subject to recourse by any firm, person, or corporation.

2.3 Contract Length. The contract period shall be from date of award through June 30, 2013. The City of Rockford reserves the right to extend the contract in one (1) year increments for a period of two (2) additional years.

2.4 Price Adjustment. Price adjustments for materials will only be considered at contract renewal. Any requests for price increase must be submitted in writing to the Central Services Manager sixty (60) days prior to contract expiration. Any increases beyond the consumer price index for the time period must be justified by submitting product literature for the specific supplies that explain or justify the price increase. The City will evaluate all requests for increases prior to contract extension and will factor such requests into the decision to renew.

2.5 Bid Form. Pricing shall be based on the sample menu provided. Bid price must include packaging, transportation and all other related costs (e.g., condiments, utensils, etc). Total Price (d) shall be calculated by multiplying (a) x (b) x (c) as referenced below:

(a) Estimated servings per day

(b) Estimated number of serving days

(c) Unit price

(d) Total price

2.6 Contact. The contact for this bid is Anne Wilkerson, Financial Analyst, at 815-987-5741 or [anne.wilkerson@rockfordil.gov](mailto:anne.wilkerson@rockfordil.gov).

### 3.0 Specific Requirements

3.1 Sample Menu. A sample menu is included in this bid specification. Each vendor shall furnish a price for each meal on the menu.

3.2 Menu Creation. A 12-week cycle menu will be required. Child & Adult Care Feeding Program (CACFP) Feeding Guidelines for ages 3-5 shall be followed. Head Start guidelines require low fat, low sugar, and low salt. No fish or nuts allowed. Menu translation to Spanish is required. Menus need to be submitted to Head Start one month in advance.



## Head Start School Meals

Bid No.: 712-HS-095

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- 3.3 Milk. Option to purchase 8 oz. cartons of 1%, soy, lactose free, or rice milk is required.
- 3.4 Delivery. Deliveries are required to meet the meal schedule at both locations. Dry foods and cold foods can be stored at City sites, but warm meals will need to be delivered on schedule. Per the Illinois Food Sanitation Guidelines, temperature will need to be maintained at the proper level for each type of food. These guidelines will require two deliveries per day.

AM Breakfast	8:30 AM
AM Schedule Lunch	11:00 AM
PM Schedule Lunch	1:00 PM
PM Schedule Snack	3:30 PM

- 3.5 Consultation. The contract award vendors, or their representatives, will be available at a reasonable notice for consultation or to consider special requests, as a requirement of the contract.
- 3.6 Menu Changes. Substitutions will be required for vegetarian meals and specific allergies.
- 3.7 Communication. Upon award of the contract, the contract award vendors will each assign a contact person. It is expected there will be a contact person available by telephone during normal business hours, or that an answering call will be returned to the City of Rockford within thirty (30) minutes.
- 3.8 Dietitian. A registered or licensed dietitian in the State of Illinois is required to approve menus.
- 3.9 Invoice. Invoices shall be submitted to the City on a monthly basis for review and payment. The invoice shall include the following information:
- Quantity
  - Unit price and total
  - Contract number
  - Date of delivery
- 3.10 Invoice Review. The City of Rockford will review each invoice for accuracy. Any irregularities will be brought to the vendor's attention immediately. Irregularities may include erroneous and/or unreasonable materials or supply prices, illegible information, inaccurate information, etc.
- 3.11 Availability of Funds. The City shall have the option to cancel this contract if the federal government withdraws funding to support the Head Start program.
- 3.12 Ordering. Meals shall be ordered on Wednesday of the week preceding the week of delivery; orders will be placed for the total number of days in the succeeding week and will include breakdown totals for each center and each type of meal.
- 3.13 Delivery. The City expects to acquire meals through this contract via delivery to two specified locations within the City of Rockford. When four-hour notice is provided for school closings, due to inclement weather, food will not be delivered or charged to the City. In the event of unforeseen emergency circumstances, the contractor shall immediately notify the City by telephone or email of the following: (1) the impossibility of on-time delivery, (2) the circumstance(s) precluding delivery and (3) a statement of whether or not succeeding

deliveries will be affected. No payments will be made for deliveries made later than fifteen (15) minutes after specified meal times.

- 3.14 Food. Food shall be labeled for which day it is delivered for multiple days. Food shall be prepackaged based on required numbers. An additional eight (8) servings will be provided in bulk.
- 3.15 Packaging.
  - 3.15.1 Hot meal unit packaging shall be suitable for maintaining meals in accordance with local health standards. Container and overlay should have an air-tight closure, be of nontoxic material, and be capable of withstanding temperatures of 400 degrees Fahrenheit or higher.
  - 3.15.2 Cold meal unit packaging shall be plastic or paper and nontoxic.
  - 3.15.3 Meals shall be delivered with the following nonfood items: condiments, straws, napkins, single service ware, etc.
  - 3.15.4 Sandwiches shall be individually wrapped in plastic, cellophane or waxed paper bag prior to placement in total meal package.
  - 3.15.5 All containers holding wet or moist products must be designed against seepage, spilling or leaking.
- 3.16 Food Preparation. Meals shall be prepared under properly controlled temperatures and assembled not more than 24 hours prior to delivery. All fruits and vegetables must be washed thoroughly during handling or before packaging.
- 3.17 Facility Inspection. Contractor shall provide for meals which it prepares to be periodically inspected by the local health department or independent agency to determine bacteria levels in the meals being served. Such levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals served by other establishments in the locality. City reserves the right to have staff be present during preparation and delivery of meals.

# Head Start Master Menu

## Weeks 1-4

Only Full Day attended  
classes on Friday

Week 1 Monday		Wednesday	Thursday	Friday
<b>Breakfast</b> Apple Juice Cook's Choice Cereal Bowls Milk  <b>Lunch</b> Hamburger on a bun Mashed Potatoes Diced Pears Milk  <b>Snack</b> Teddy Grahams Milk	<b>Breakfast</b> Orange Wedges Cheese Triangles Crackers Milk  <b>Lunch</b> Baked Chicken Rice Tropical Fruit Green Beans Milk  <b>Snack</b> Cheese Sticks Mini Pretzel Twists Water	<b>Breakfast</b> Orange/Tangerine Juice Raisin Bread Cream cheese Milk  <b>Lunch</b> Cheese Pizza Lettuce Salad w/Italian Drg Mandarin Oranges Milk  <b>Snack</b> Yogurt Cups Graham Crackers Water	<b>Breakfast</b> Berry Juice Mini Bagels/Jam Milk  <b>Lunch</b> Turkey Hot Dogs & Bun Baked Beans Peaches Milk  <b>Snack</b> Strawberry Yogurt Simply Chex Milk	<b>Breakfast</b> Applesauce Muffins Milk  <b>Lunch</b> Chicken Tenders Peas/Carrots Grapes Bread Milk  <b>Snack</b> Raisins Milk
Week 2 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> ½ Banana Cook's Choice Cereal Milk  <b>Lunch</b> Beef Sloppy Joes /bun Oven Fries Pineapple Milk  <b>Snack</b> Cheese Ritz Crackers Milk	<b>Breakfast</b> Mixed Fruit Juice Cinnamon Bread Butter Milk  <b>Lunch</b> Chicken Quesadillas Shredded Lettuce Diced Tomatoes Grapes Milk  <b>Snack</b> Boiled Egg Crackers Water	<b>Breakfast</b> Orange/Tangerine Juice Bagels/Cream Cheese Milk  <b>Lunch</b> Light Turkey Corn Dog Green Beans Apple Wedges Milk  <b>Snack</b> Bread Butter Juice	<b>Breakfast</b> Applesauce Strawberry Yogurt Simply Chex Milk  <b>Lunch</b> Pancakes Turkey sausage Tater tots Fruit Cocktail Syrup Milk  <b>Snack</b> Animal Crackers Milk	<b>Breakfast</b> Apple Juice Cook's Choice Cereal Bowls Milk  <b>Lunch</b> Grilled Cheese Mixed Vegetables Diced Pears Milk  <b>Snack</b> Graham Crackers Milk
Week 3 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> Orange/Tangerine Juice Cinnamon Raisin Bagels/Jam Milk  <b>Lunch</b> Salisbury Steak Butter Beans Apricot Halves Bread Milk  <b>Snack</b> Sour Cream Onion Simply Chex Milk	<b>Breakfast</b> Orange Wedges Cook's Choice Cereal Milk  <b>Lunch</b> Beef Tacos w/ Refried Beans, Cheese Lettuce & Tomato Fruit Salad Milk  <b>Snack</b> Teddy Grahams Milk	<b>Breakfast</b> Berry Juice Yogurt Graham Crackers Milk  <b>Lunch</b> Chicken Egg roll/sw-sr sauce Fried Rice w/Peas & Carrots Applesauce Milk  <b>Snack</b> Cook's Choice Cereal Milk	<b>Breakfast</b> Apple/Tangerine Juice Blueberry Bread Butter Milk  <b>Lunch</b> Chicken Patties on Bun Corn on the cob Diced Pears Milk  <b>Snack</b> Raisin Bread Cream cheese Milk	<b>Breakfast</b> Mixed Fruit Juice Cook's Choice Cereal Milk  <b>Lunch</b> Sub sandwich Carrots/ranch dressing Applesauce Milk  <b>Snack</b> Club Crackers Cheese Cubes Water
Week 4 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> ½ Banana Graham Crackers Milk  <b>Lunch</b> Stone Ground Corn Nachos w/Beef & Beans Shredded Lettuce Tomatoes Grapes Milk  <b>Snack</b> Animal Crackers Yogurt Water	<b>Breakfast</b> Berry Juice Cereal Milk  <b>Lunch</b> White Beans & Turkey Ham Diced Peaches Corn Bread Milk  <b>Snack</b> Baby Carrots Ranch Dressing Milk	<b>Breakfast</b> Orange/Tangerine Juice Mini Bagels/Cream Cheese Milk  <b>Lunch</b> Creamed chicken /w peas & carrots on a biscuit Apricot halves Milk  <b>Snack</b> Pretzels Cheese Water	<b>Breakfast</b> Mixed Fruit Juice Raisin Bread Butter Milk  <b>Lunch</b> Macaroni & Cheese Spinach Mandarin Oranges Milk  <b>Snack</b> Grape Juice Mixed Berry Rice Krispie Bar	<b>Breakfast</b> Apple Juice Cook's Choice Milk  <b>Lunch</b> Cook's Choice Milk  <b>Snack</b> Turkey Bologna Ritz Crackers Water

Cereal Choices: Kix, Corn Flakes, Chex, and Rice Krispies

Head Start Master Menu Weeks 5 - 8

Only Full Day attended  
classes on Friday

5 Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>Breakfast</u></b> Mixed Fruit Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Chicken Corn Dog Baked Beans Apples Milk  <b><u>Snack</u></b> Mini Bagels/Cream Cheese Milk	<b><u>Breakfast</u></b> Berry Juice Raisin Bread/Butter Milk  <b><u>Lunch</u></b> Beef Riblets W/Bun Mashed Potatoes Pineapple Milk  <b><u>Snack</u></b> Yogurt Animal Crackers Water	<b><u>Breakfast</u></b> Apple Juice Cheese Triangles/Crackers Milk  <b><u>Lunch</u></b> Chicken Strips Bread Chopped Romaine, Tomato W/Ranch Dressing Mandarin Oranges Milk  <b><u>Snack</u></b> Bread & Butter Milk	<b><u>Breakfast</u></b> Orange/Tangerine Juice Mini Bagels/Cream Cheese Milk  <b><u>Lunch</u></b> Spaghetti/ Meat Sauce (Beef) Green Beans Pears Milk  <b><u>Snack</u></b> Raisins Milk	<b><u>Breakfast</u></b> Apple Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Turkey Burger/Bun Shredded Lettuce, Tomato W/Catalina Drsg Fruit Cocktail Milk  <b><u>Snack</u></b> Cheese Cubes Crackers Water
6 Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>Breakfast</u></b> Mixed Fruit Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Turkey Ham & Cheese Sandwich Broccoli W/Dip Fresh Pears Milk  <b><u>Snack</u></b> Apple Sauce Cheese Cubes Water	<b><u>Breakfast</u></b> Mixed Fruit Juice Mini Bagels/Jam Milk  <b><u>Lunch</u></b> Chicken Enchilada Casserole Green Beans Mixed Fruit Milk  <b><u>Snack</u></b> Boiled Egg Saltines Water	<b><u>Breakfast</u></b> Orange Juice 1/2 Banana Graham Cracker Milk  <b><u>Lunch</u></b> Barbecued Chicken Legs Sweet Potatoes Steamed Peas Bread Milk  <b><u>Snack</u></b> Pretzels Apple Juice	<b><u>Breakfast</u></b> Berry Juice Cinnamon Bread/ Butter Milk  <b><u>Lunch</u></b> Turkey Pepperoni Pizza Garden Salad/Italian Drsg Orange Wedges Milk  <b><u>Snack</u></b> Cook's Choice Cereal Milk	<b><u>Breakfast</u></b> Orange/Tangerine Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Turkey Hot Dogs Baked Beans Apricot Halves Buns Milk  <b><u>Snack</u></b> Mixed Berry Rice Krispie Bar Milk
7 Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>Breakfast</u></b> 1/2 Banana Graham Crackers Milk  <b><u>Lunch</u></b> Chicken Broccoli Pasta Fruit Salad Milk  <b><u>Snack</u></b> Bread & Butter Juice	<b><u>Breakfast</u></b> Berry Juice Blueberry Bread/Butter Milk  <b><u>Lunch</u></b> Sweet/Sour Chicken W/ Carrots, Peas & Pineapple Chow Mein Noodles Milk  <b><u>Snack</u></b> Cheese Crackers Water	<b><u>Breakfast</u></b> Orange/Tangerine Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Turkey Fritter W/Bun Green Beans Fruit Cocktail Milk  <b><u>Snack</u></b> Carrot Sticks Ranch Dressing Milk	<b><u>Breakfast</u></b> Applesauce Cheese Triangles/Crackers Milk  <b><u>Lunch</u></b> Spanish Rice W/Ground Beef Garden Salad Catalina Drsg Orange Halves Milk  <b><u>Snack</u></b> Strawberry Simply Chex Milk	<b><u>Breakfast</u></b> Muffin Applesauce Milk  <b><u>Lunch</u></b> Meatloaf Slices Brussels Sprouts Diced Peaches Bread Milk  <b><u>Snack</u></b> Bread & Butter Milk
8 Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>Breakfast</u></b> Orange/Tangerine Juice Yogurt Graham Crackers Milk  <b><u>Lunch</u></b> Chili Con Carne Diced Pears Oyster Crackers Milk  <b><u>Snack</u></b> Water Cheese Cubes Saltines	<b><u>Breakfast</u></b> Grape Juice Cook's Choice Cereal Milk  <b><u>Lunch</u></b> Beef Cheeseburger/ Bun Pickle & Lettuce Diced Peaches Milk  <b><u>Snack</u></b> Carrots Ranch Dressing Milk	<b><u>Breakfast</u></b> Strawberry Applesauce Cheese Triangles Crackers Milk  <b><u>Lunch</u></b> Baked Chicken Breast Wild Rice Blend Lima Beans Fruit Cocktail Milk  <b><u>Snack</u></b> Yogurt Animal Crackers Water	<b><u>Breakfast</u></b> Orange/Pineapple Juice Raisin Bread/ Butter Milk  <b><u>Lunch</u></b> Garden Veggie Soup Sliced Turkey Wheat Bread Apricot Halves Milk  <b><u>Snack</u></b> Cook's Choice Cereal Milk	<b><u>Breakfast</u></b> Berry Juice Instant Oatmeal Milk  <b><u>Lunch</u></b> Cook's Choice Milk  <b><u>Snack</u></b> Apple Wedges Milk

Cereal Choices: Kix, Corn Flakes, Chex, and Rice Krispies

Head Start Master Menu Week 9 to Week 12

Only Full Day attended  
classes on Friday

9 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> Grape Juice Mini Bagels/Cream Cheese Milk  <b>Lunch</b> Beef, Broccoli & Rice Casserole Grapes Milk  <b>Snack</b> Veggies & Dip Milk	<b>Breakfast</b> Apple Juice Cook's Choice Cereal Milk  <b>Lunch</b> Chicken Patty Sandwich Corn Peaches Milk  <b>Snack</b> Turkey Cold Cuts Crackers Milk	<b>Breakfast</b> Pineapple Juice Raisin Bread/Cream Cheese Milk  <b>Lunch</b> Mostaccioli w/Meat sauce (beef) Garden Salad/Italian Dressing Pears Milk  <b>Snack</b> Cheese and Crackers Water	<b>Breakfast</b> Applesauce Cheese Triangles Crackers Milk  <b>Lunch</b> Beef Stir Fry w/ Oriental Vegetables, Rice & Pineapple Milk  <b>Snack</b> Graham Crackers Milk	<b>Breakfast</b> Orange Juice Oatmeal Milk  <b>Lunch</b> Stone Ground Corn Nachos w/ground beef & cheese Lettuce & tomato toppings Fruit Cocktail Milk  <b>Snack</b> Apple Wedges Milk
10 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> ½ Banana Cook's Choice Cereal Milk  <b>Lunch</b> Hamburger /w cheese on a bun Potato Smiles Green Apple Quarters Milk  <b>Snack</b> Cheese Crackers Water	<b>Breakfast</b> Orange/Pineapple Juice Raisin Bread Butter Milk  <b>Lunch</b> White Chicken Chili Oyster Crackers Sliced Peaches Milk  <b>Snack</b> Strawberry Yogurt Simply Chex Milk	<b>Breakfast</b> Apple Wedges Cheese Cubes Crackers Milk  <b>Lunch</b> Beef Lasagna Garden Salad/Italian Drsg Fruit Salad Milk  <b>Snack</b> Cheese Crackers Water	<b>Breakfast</b> Orange Juice Cook's Choice Cereal Milk  <b>Lunch</b> Beef & Rice Casserole Broccoli Mandarin Oranges Milk  <b>Snack</b> Raisins Milk	<b>Breakfast</b> Applesauce Muffins Milk  <b>Lunch</b> Grilled Cheese Sandwich Green Beans Apricots Milk  <b>Snack</b> Yogurt Graham Crackers Water
11 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> Berry Juice Mini Bagels/Jam Milk  <b>Lunch</b> A gratin Potato & Turkey Ham Grapes Bread Milk  <b>Snack</b> Bread & Butter Milk	<b>Breakfast</b> Flavored Applesauce Blueberry Bread Butter Milk  <b>Lunch</b> Chicken Spaghetti Green Beans Fruit Cocktail Milk  <b>Snack</b> Boiled Egg Crackers Water	<b>Breakfast</b> Orange Wedges Cheese Triangles Crackers Milk  <b>Lunch</b> Chicken Nuggets Peas and carrots Pineapple Tidbits Bread Milk  <b>Snack</b> Graham Crackers Apple Sauce Water	<b>Breakfast</b> Apple Juice Cook's Choice Cereal Bowls Milk  <b>Lunch</b> Baked Meat Balls Lima Beans Apple Wedges Bread Milk  <b>Snack</b> Cheese Crackers Water	<b>Breakfast</b> Grape Juice Oatmeal Milk  <b>Lunch</b> Beef Hot Dog on a Bun Corn Diced Pears Milk  <b>Snack</b> Sour Cream & Onion Simply Chex Milk
12 Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> ½ Banana Graham Crackers Milk  <b>Lunch</b> Chicken & Noodles Green Beans Mandarin Oranges Milk  <b>Snack</b> Cook's Choice Cereal Milk	<b>Breakfast</b> Orange/Pineapple Juice Cereal Milk  <b>Lunch</b> Beef Stew with Carrots, Onions & Potatoes Fruit Cocktail Biscuits Milk  <b>Snack</b> Bread & Butter Milk	<b>Breakfast</b> Orange Juice Bagels/Strawberry Cream Cheese Milk  <b>Lunch</b> Garden Veggie Soup Sliced Turkey Wheat Bread Applesauce Milk  <b>Snack</b> Cheese and Saltines Water	<b>Breakfast</b> Grape Juice Raisin Bread Butter Milk  <b>Lunch</b> Grilled Chicken Cooked Greens Dinner Roll Diced Pears Milk  <b>Snack</b> Graham Crackers Milk	<b>Breakfast</b> Apple Juice Cook's Choice Cereal Milk  <b>Lunch</b> Cooks Choice Milk  <b>Snack</b> Blueberry Bread/Butter Milk

Cereal Choices: Kix, Corn Flakes, Chex, Honeynut Cheerios and Rice Krispies

**School Food  
Bid No.: 712-HS-095  
Bid Form**

We bid as follows:

<b>Meal Type</b>	<b>Estimated Meals per Day</b>	<b>Estimated Number of Serving Days</b>	<b>Unit Price</b>	<b>Total Price</b>
Breakfast	176	128	\$	\$
AM Schedule Lunch	176	128	\$	\$
PM Schedule Lunch	176	128	\$	\$
PM Schedule Snack	176	128	\$	\$
8 oz. container 1% milk	151	128	\$	\$
8 oz. container soy milk	10	128	\$	\$
8 oz. container lactose free milk	5	128	\$	\$
8 oz. container rice milk	10	128	\$	\$
<b>TOTAL BID</b>				\$

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Person, Firm or Corporation

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Authorized Signature and Title